

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, December 10, 2013

Attendants:

BOARD-

Hal Carroll (HC)
Jim Sell (JS)
Michelle McNeil (MM)
Johanna Anton (JA)

Absent: Pam Merkadeau (PM)

STAFF-

Brigitte Shearer (BS)
Jeff Schwartz (JS)
Bryce Zuzack (BZ)
Mike Koenig (MK)

CALL TO ORDER

The meeting was called to order at 7:03 pm by Board Member MM

REVIEW AND APPROVAL OF THE MINUTES

The minutes of the September 10, 2013 Regular Board Meeting were not reviewed due to lack of eligible quorum. The minutes of the November 12, 2013 meeting were not reviewed.

INTRODUCTION OF GUESTS

Nancy Farrell
Liesje Nicholas

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None. See New Business for discussion on Tennis Court availability

MANAGER'S REPORT

A. Programming –

- a. ASP – Winter camp registrations are higher than this time last year. Several new staff members are on board.
- b. Pool – Income is slightly lower due to fewer fall season swim classes and expenses are higher due to higher staffing costs. The pool is still expected to attain budget goals.

- c. Seasonal Programs – The Holiday Event on 12/6 was very successful, despite the stormy weather. There has been some transition in instructors of a few seasonal programs, which has impacted revenue a bit this YTD. The Theater program registration just completed has been very successful.
 - d. EEC –There remain 2.5 openings in the Tiger room. The full team is working well together.
- B. Facilities & Grounds – We have applied for a CCC grant to do extensive fuel break clearing in the open space. The Chamberlain project has begun on Bunker Hill
- C. Administration – We continue to work on the online timesheet project and website improvements. BS, JS, BZ attended a conference about marketing and customer retention. The Rec's internet connection will be upgraded this month. The staggered registration process went well this season and will be continued from now on. Board elections will occur in January.

COMMITTEE REPORTS

- a. Finance Committee –none
- b. Personnel Committee – none
- c. Ad-Hoc Building Committee – none

FINANCIAL REPORT

The Rec. is 5 months into its fiscal year, or 42% into its budget year. The Board reviewed the financial report. We received a small portion of property taxes this month.

UNFINISHED BUSINESS

- A. ADA Assessment – The ADA report has been completed and will be distributed to the Board shortly.
- B. Resolution to establish 457 Plan – The 90 day waiting period is acceptable to CALPers, so the resolution established last month will be forwarded to CALPers to begin the account set up process.

NEW BUSINESS

- A. Tennis Court Usage – The Board, staff and guest NF discussed tennis court availability. Staff will investigate options and report back to the Board.
- B. UPCOMING MEETINGS: JANUARY 14, 2014, FEBRUARY 11, 2014

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member HC's questions were answered. Board Member JC made a motion to pay the bills (JS second) and the motion passed unanimously. (PM absent)

ADJOURNMENT

Board Member HC made a motion to adjourn the meeting (JS second) and the motion was passed unanimously. (PM absent) The meeting was adjourned at 8:26 pm.

Respectfully submitted,

Brigitte Shearer
Board Secretary